

Litter Control Coordinator (Part-time)

Public Works Department

Grant Funded Position

Salary: \$13.87/hr

Under limited supervision, performs administrative and technical duties in coordinating the activities of the City's educational program for litter prevention, beautification, recycling, and solid waste management. Work involves promoting these programs through various educational programs and presentations and assisting local groups and students in their beautification efforts. Work also involves developing information markets and sources, overseeing existing workshops and education programs, and the publicizing of current objectives and accomplishments of litter prevention, recycling, and solid waste management programs. Employee is responsible for maintaining a variety of records and files and preparing reports from such information. Employee must exercise independent judgment, discretion and initiative in completing assignments and handling public contact situations requiring considerable tact and knowledge of City policies, procedures and programs. Reports to the Public Works Engineering Data Technician.

Requirements:

- Associates degree from an accredited college or university with major work in Public Relations, Business Administration, Human Services or a closely related field, supplemented by 1 to 2 years experience in public speaking, organizing, or training in litter control and recycling programs; or 5 years of Public Relations, Public Speaking or teaching experience will be considered in lieu of college degree: or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.
- Requires a valid Virginia or North Carolina Driver's License.
- Prefers knowledge of federal, state, and local laws, regulations, and ordinances regarding solid waste disposal and recycling.

Apply Now!